R E P O R T R E S U M E S

ED 013 334 VT 003 002

BUSINESS TRAINING COURSE, FULL-KEYBOARD ADDING-LISTING MACHINE.

LOUISIANA ST. VOCAT. CURRICULUM DEV. AND RES. CTR.

PUB DATE 63

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DESCRIPTORS- *STUDY GUIDES, *OFFICE OCCUPATIONS EDUCATION, *OFFICE MACHINES, POST SECONDARY EDUCATION,

THIS POST-SECONDARY PREPARATORY COURSE IS DESIGNED TO DEVELOP A HIGH DEGREE OF ABILITY IN OPERATING THE FULL-KEYBOARD ADDING MACHINE. TWENTY JOB SHEETS PROVIDE INSTRUCTIONS AND NUMBERED SPACES FOR RECORDING ANSWERS TO ASSIGNED PROBLEMS. THE REFERENCE IS "FULL-KEYBOARD ADDING-LISTING MACHINE COURSE," THIRD EDITION, BY AGNEW AND PASEWARK, SOUTH-WESTERN PUBLISHING COMPANY, CINCINNATI 27, OHIO. THE MATERIAL WAS DEVELOPED BY A COMMITTEE OF TEACHERS AT THE STATE LEVEL. THIS DOCUMENT IS AVAILABLE IN SINGLE COPY ONLY FOR $2.00 FROM VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES, LOUISIANA 71457. (PS)

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Louisiana Vocational Curriculum Development and Research Center, Natchitoches, 1963

BUSINESS TRAINING COURSE

JOB No. 1

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: ADDITION Zeros; One- and Two-Digit Numbers

INTRODUCTION:

The student should possess a high degree of ability in operating the full-keyboard adding machine when this course is completed. The operating techniques learned will also be useful in operating the various bookkeeping and posting machines using this type of keyboard.

In the first job, you will learn the various operating parts and keys on your machine, and how to add zeros, one-and two-digit numbers.

PROCEDURES:

1. Find a picture of the machine which you are using on pages v to vii, and identify the various operating keys.

2. Read page viii and note correct position at the machine as shown in the illustration.

3. Read and study text material, pages 1 to 4.

4. Work problems 1 to 20 on pages 3 and 4. Record your answers on the reverse side of this job sheet. DO NOT WRITE IN THE TEXTBOOK OR TEAR OUT PAGES.

5. Re-work the 20 problems checking the answers obtained the first time you worked them. If the second working gives a different answer work the problem a third time and record the answer which proves to be correct.

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VT003002

Full-Keyboard Adding Machine Job No. 1

NAME _____ DATE _____ TIME REQUIRED _____

1.	_____	_____	11.	_____	_____
2.	_____	_____	12.	_____	_____
3.	_____	_____	13.	_____	_____
4.	_____	_____	14.	_____	_____
5.	_____	_____	15.	_____	_____
6.	_____	_____	16.	_____	_____
7.	_____	_____	17.	_____	_____
8.	_____	_____	18.	_____	_____
9.	_____	_____	19.	_____	_____
10.	_____	_____	20.	_____	_____

BUSINESS TRAINING COURSE

JOB No. 2

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: ADDITION - Three-Digit Numbers

INTRODUCTION:

Always remember to depress keys for as many digits as possible simultaneously. This procedure may seem to be more time consuming at first, but after some practice will add greatly to your speed and accuracy.

PROCEDURES:

1. Read textbook material on pages 5 to 7.
2. Work problems 1 to 22 on pages 5 to 7, and record your answers on the reverse side of this job sheet.
3. Complete Timed Drill on page 8, carefully following the instructions on page 8, except that you will write the answers on the reverse side of this job sheet instead of in the book.
4. Repeat timed drill if time permits.
5. Turn in job sheet to your instructor.

Full-Keyboard Adding Machine Job No. 2

NAME _____ DATE _____ TIME REQUIRED _____

1.	_____	_____	12.	_____	_____
2.	_____	_____	13.	_____	_____
3.	_____	_____	14.	_____	_____
4.	_____	_____	15.	_____	_____
5.	_____	_____	16.	_____	_____
6.	_____	_____	17.	_____	_____
7.	_____	_____	18.	_____	_____
8.	_____	_____	19.	_____	_____
9.	_____	_____	20.	_____	_____
10.	_____	_____	21.	_____	_____
11.	_____	_____	22.	_____	_____

TIMED DRILL

1.	_____	_____	6.	_____	_____
2.	_____	_____	7.	_____	_____
3.	_____	_____	8.	_____	_____
4.	_____	_____	9.	_____	_____
5.	_____	_____	10.	_____	_____

BUSINESS TRAINING COURSE

JOB No. 3

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: ADDITION Four-, Five-, and Six-Digit Numbers; Non-Add Key

INTRODUCTION:

This job teaches the best methods for indexing four, five, and six-digit numbers. Larger numbers will give no trouble if they are split up into convenient two digit groups for indexing on the machine keyboard.

PROCEDURES:

1. Complete Warm-Up Drill "A" on page 10. Follow the instructions given for the warm-up drill except that you will record your answers and number of digits in the space provided on this job sheet.
2. Read Textbook material on page 9 and complete problems 1 to 15 on pages 9 and 10.
3. Read Textbook material on pages 11 and 12.
4. Complete problems 16 to 27 on pages 11 and 12.
5. Do Timed Drill, problems 1 to 4 in the usual manner following the instructions on page 8.

ANSWERS
WARM-UP DRILL "A", PAGE 10

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____
4. _____ _____ _____
5. _____ _____ _____
6. _____ _____ _____

NO. OF ERRORS_____

NO. OF DIGITS_____

NO. OF DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 3

NAME _____ DATE _____ TIME REQUIRED _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____

TIMED DRILL

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____
4. _____ _____ _____

BUSINESS TRAINING COURSE

JOB No. 4

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: SUBTRACTION AND CORRECTION OF ERRORS

INTRODUCTION:

This job introduces the use of the (-) minus key.

PROCEDURES:

1. Complete Warm-Up Drill "A" on page 10 in the usual manner.
2. Read textbook instructions on pages 13 and 14 and work problems 1 to 30.
3. Read instructions on page 15 and work problems 31 to 44.
4. Work timed drill problems 1 to 20 in usual manner.

ANSWERS
WARM-UP DRILL "A"

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____
4. _____ _____ _____
5. _____ _____ _____
6. _____ _____ _____

NO. OF ERRORS_____

NO. OF DIGITS_____

NO. OF DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 4

NAME _____ DATE _____ TIME REQUIRED _____

1. _____	16. _____	31. _____
2. _____	17. _____	32. _____
3. _____	18. _____	33. _____
4. _____	19. _____	34. _____
5. _____	20. _____	35. _____
6. _____	21. _____	36. _____
7. _____	22. _____	37. _____
8. _____	23. _____	38. _____
9. _____	24. _____	39. _____
10. _____	25. _____	40. _____
11. _____	26. _____	41. _____
12. _____	27. _____	42. _____
13. _____	28. _____	43. _____
14. _____	29. _____	44. _____
15. _____	30. _____	

TIMED DRILL

1.	_____	_____	11.	_____	_____
2.	_____	_____	12.	_____	_____
3.	_____	_____	13.	_____	_____
4.	_____	_____	14.	_____	_____
5.	_____	_____	15.	_____	_____
6.	_____	_____	16.	_____	_____
7.	_____	_____	17.	_____	_____
8.	_____	_____	18.	_____	_____
9.	_____	_____	19.	_____	_____
10.	_____	_____	20.	_____	_____

BUSINESS TRAINING COURSE JOB No. 5

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: SPEED DRILL-ADDITION

INTRODUCTION:

This job is designed to increase your speed and accuracy in operating the full keyboard adding-listing machine.

PROCEDURES:

1. Complete the 28 problems writing the answers in the blanks provided on the back of this job sheet.
2. Work the problems again, checking the first answers. If the answer does not agree with the first answer, write the second answer in the second blank. Record your time.
3. Repeat the drill a third time if you have sufficient time.
4. Do the Three-Minute Checkup on page 20 and record the results. Follow instructions in textbook on page 20.

Full-Keyboard Adding Machine Job No. 5

NAME _____ DATE _____ TIME REQUIRED _____

1.	_____	_____	15.	_____	_____
2.	_____	_____	16.	_____	_____
3.	_____	_____	17.	_____	_____
4.	_____	_____	18.	_____	_____
5.	_____	_____	19.	_____	_____
6.	_____	_____	20.	_____	_____
7.	_____	_____	21.	_____	_____
8.	_____	_____	22.	_____	_____
9.	_____	_____	23.	_____	_____
10.	_____	_____	24.	_____	_____
11.	_____	_____	25.	_____	_____
12.	_____	_____	26.	_____	_____
13.	_____	_____	27.	_____	_____
14.	_____	_____	28.	_____	_____

3-Minute Checkup Results

25.	_____	_____	_____	No. of Problems Completed _____
26.	_____	_____	_____	Gross Digits _____
27.	_____	_____	_____	Gross Digits Per Min. _____
28.	_____	_____	_____	No. of Correct Answers _____
				Net Digits _____
				Net Digits per Min. _____

BUSINESS TRAINING COURSE

JOB No. 6

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: REPEAT ADDITION

INTRODUCTION:

When several successive amounts in a column are the same or very similar, time can be saved by use of the repeat key.

PROCEDURES:

1. Complete Warm-Up Drill "A", page 10.
2. Read text material, pages 21 and 22, work problems 1 to 10 and record anwers on the reverse side of this job sheet.
3. Read text material, page 22, work problems 11 to 20 and record answers.
4. Read text material, page 23, work problems 21 to 34. Record answers.
5. Read suggestions to improve your work on page 24, and complete Timed Drill in the usual manner.

ANSWERS
WARM-UP DRILL "A", PAGE 10

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____
4. _____ _____ _____
5. _____ _____ _____
6. _____ _____ _____

NO. OF ERRORS_____

NO. OF DIGITS_____

NO. OF DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 6

NAME _____ DATE _____ TIME REQUIRED _____

1.	_____	18.	_____
2.	_____	19.	_____
3.	_____	20.	_____
4.	_____	21.	_____
5.	_____	22.	_____
6.	_____	23.	_____
7.	_____	24.	_____
8.	_____	25.	_____
9.	_____	26.	_____
10.	_____	27.	_____
11.	_____	28.	_____
12.	_____	29.	_____
13.	_____	30.	_____
14.	_____	31.	_____
15.	_____	32.	_____
16.	_____	33.	_____
17.	_____	34.	_____

TIMED DRILL

1.	_____	_____	6.	_____	_____
2.	_____	_____	7.	_____	_____
3.	_____	_____	8.	_____	_____
4.	_____	_____	9.	_____	_____
5.	_____	_____	10.	_____	_____

No. of problems worked in 10 minutes _____

BUSINESS TRAINING COURSE

JOB No. 7

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: MULTIPLICATION

INTRODUCTION:

Multiplication is accomplished on the full-keyboard adding by using repeated addition.

PROCEDURES:

1. Complete Warm-Up Drill "A", page 10 and record results in the usual manner.
2. Read instructions on page 25 of textbook and work problems 1 to 5.
3. Read instructions on page 26 and work problems 6 to 25.
4. Read instructions on page 27 and work problems 26 to 35.
5. Work Timed Drill problems, page 28 in usual manner.

ANSWERS
WARM-UP DRILL "A", PAGE 10

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____
4. _____ _____ _____
5. _____ _____ _____
6. _____ _____ _____

NO. OF ERRORS_____

NO. OF DIGITS_____

NO. OF DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 7

NAME _____ DATE _____ TIME REQUIRED _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____

TIMED DRILL

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

No. of problems worked in 10 minutes _____

BUSINESS TRAINING COURSE

JOB No. 8

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: SUBTOTAL AND CROSSFOOTING

INTRODUCTION:

The Subtotal key is used to print the accumulated total in the register without clearing the machine.

Crossfooting means adding columns of figures horizontally instead of vertically.

PROCEDURES:

1. Complete Warm-Up Drill "B", page 30.
2. Read textbook instructions on page 29 and complete problems 1 to 5.
3. Read textbook instructions on pages 30 and 31 and complete problems 6 to 39.
4. Read tips on how to improve your work on page 32 and complete the Timed Drill in the usual manner.

ANSWERS
WARM-UP DRILL "B", PAGE 30

1.	_____	_____	6.	_____	_____
2.	_____	_____	7.	_____	_____
3.	_____	_____	8.	_____	_____
4.	_____	_____	9.	_____	_____
5.	_____	_____	10.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MINUTE_____

Full-Keyboard Adding Machine Job No. 8

NAME _____ DATE _____ TIME REQUIRED _____

S. _____
S. _____
S. _____
S. _____
S. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

S. _____
S. _____
S. _____
S. _____
S. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____

1. _____
2. _____
3. _____
4. _____
5. _____

TIMED DRILL

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____
5. _____ _____
6. _____ _____
7. _____ _____
8. _____ _____
9. _____ _____
10. _____ _____

BUSINESS TRAINING COURSE

JOB No. 9

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: SPEED DRILL - ADDITION

INTRODUCTION:

This job is designed to improve your speed and accuracy in operating the full keyboard adding-listing machine.

PROCEDURES:

1. Complete the 28 problems writing the answers in the blanks provided on the back of this job sheet.
2. Work the problems again, checking the first answers. If the answer does not agree with the first answer, write the second answer in the second blank. Record your time.
3. Repeat the drill a third time if you have sufficient time.
4. Do the Three-Minute Checkup on page 36 and record the results. Follow instructions in textbook on page 36.

Full-Keyboard Adding Machine Job No. 9

NAME _____ DATE _____ TIME REQUIRED _____

1.	_____	_____	15.	_____	_____
2.	_____	_____	16.	_____	_____
3.	_____	_____	17.	_____	_____
4.	_____	_____	18.	_____	_____
5.	_____	_____	19.	_____	_____
6.	_____	_____	20.	_____	_____
7.	_____	_____	21.	_____	_____
8.	_____	_____	22.	_____	_____
9.	_____	_____	23.	_____	_____
10.	_____	_____	24.	_____	_____
11.	_____	_____	25.	_____	_____
12.	_____	_____	26.	_____	_____
13.	_____	_____	27.	_____	_____
14.	_____	_____	28.	_____	_____

3-Minute Checkup Results

25.	_____	_____	_____	No. of problems completed _____
26.	_____	_____	_____	Gross Digits _____
27.	_____	_____	_____	Gross Digits per Min. _____
28.	_____	_____	_____	No. of Correct Answers _____
				Net Digits _____
				Net Digits per Min. _____

BUSINESS TRAINING COURSE

JOB No. 10

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: TEST NO. 1

INTRODUCTION:

This test requires the application of operating principles in jobs No. 1 to 9, inclusive.

PROCEDURES:

1. Obtain Test No. 1 from your instructor.
2. Work problems 1 to 35 and record answers on the reverse side of this job sheet. DO NOT WRITE ON THE TEST PAPER.
3. Be sure to fill in the "TIME REQUIRED" blank on the reverse side of this sheet.

Full-Keyboard Adding Machine Job No. 10

NAME _____ DATE _____ TIME REQUIRED _____

1. _____	16. _____	(S). _____
2. _____	17. _____	31. _____
3. _____	18. _____	(S). _____
4. _____	19. _____	(S). _____
5. _____	20. _____	32. _____
6. _____	21. _____	(S). _____
7. _____	22. _____	(S). _____
8. _____	23. _____	(S). _____
9. _____	24. _____	33. _____
10. _____	25. _____	(S). _____
11. _____	26. _____	(S). _____
12. _____	27. _____	34. _____
13. _____	28. _____	(S). _____
14. _____	29. _____	(S). _____
15. _____	30. _____	35. _____

BUSINESS TRAINING COURSE

JOB No. 11

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: PERCENTAGES, DECIMALS, AND FRACTIONS

INTRODUCTION:

Percentages are the same as multiplication of decimals. Remember that when the percent sign (%) is dropped, the decimal must be moved two places to the left.

PROCEDURES:

1. Complete Warm-Up Drill "B" on page 30. Compute digits and record results in the usual manner.
2. Read textbook material on page 37 and work problems 1 to 15.
3. Read textbook material on page 38 and work problems 16 to 38.
4. Read textbook material on page 39 and work problems 31 to 46.
5. Read tips on how "TO IMPROVE YOUR WORK" on page 40 and do Timed Drill in the usual manner recording the number of problems worked in 10 minutes.

ANSWERS
WARM-UP DRILL "B", PAGE 30

1.	_____	_____	6.	_____	_____
2.	_____	_____	7.	_____	_____
3.	_____	_____	8.	_____	_____
4.	_____	_____	9.	_____	_____
5.	_____	_____	10.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 11

NAME_____ DATE_____ TIME REQUIRED_____

1. _____	16. _____	31. _____
2. _____	17. _____	32. _____
3. _____	18. _____	33. _____
4. _____	19. _____	34. _____
5. _____	20. _____	35. _____
6. _____	21. _____	36. _____
7. _____	22. _____	37. _____
8. _____	23. _____	38. _____
9. _____	24. _____	39. _____
10. _____	25. _____	40. _____
11. _____	26. _____	41. _____
12. _____	27. _____	42. _____
13. _____	28. _____	43. _____
14. _____	29. _____	44. _____
15. _____	30. _____	45. _____
		46. _____

TIMED DRILL

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

No. of problems worked in 10 minutes_____.

BUSINESS TRAINING COURSE

JOB No. 12

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: FIXED DECIMAL POINT

INTRODUCTION:

When the number of decimal places varies in arithmetical problems, time and effort frequently can be saved by using a fixed decimal point.

PROCEDURES:

1. Complete Warm-Up Drill on page 30 in the usual manner.
2. Read textbook instructions on page 41 and work problems 1 to 10.
3. Read textbook instructions on page 42 and work problems 11 to 42.
4. Read textbook instructions on page 43 and work problems 31 to 50.
5. Read suggestions entitled "TO IMPROVE YOUR WORK" on page 44 and complete Timed Drill in the usual manner.

ANSWERS
WARM-UP DRILL "B", PAGE 30

1.	_____	_____	6.	_____	_____
2.	_____	_____	7.	_____	_____
3.	_____	_____	8.	_____	_____
4.	_____	_____	9.	_____	_____
5.	_____	_____	10.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 12

NAME _____ DATE _____ TIME REQUIRED _____

1. _____	17. _____	34. _____
2. _____	18. _____	35. _____
3. _____	19. _____	36. _____
4. _____	20. _____	37. _____
5. _____	21. _____	38. _____
6. _____	22. _____	39. _____
7. _____	23. _____	40. _____
8. _____	24. _____	41. _____
9. _____	25. _____	42. _____
10. _____	26. _____	43. _____
11. _____	27. _____	44. _____
12. _____	28. _____	45. _____
13. _____	29. _____	46. _____
14. _____	30. _____	47. _____
15. _____	31. _____	48. _____
16. _____	32. _____	49. _____
	33. _____	50. _____

TIMED DRILL

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

No. of problems worked in 10 minutes _____.

BUSINESS TRAINING COURSE

JOB No. 13

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: MULTIPLICATION, Short Cut Method

INTRODUCTION:

Multiplication by the short cut method combines repeated addition and repeated subtraction. It is used to reduce the number of machine operations in completing multiplication problems when digits 6, 7, 8, or 9 appear in the multiplier.

PROCEDURES:

1. Complete Warm-Up Drill "C" on page 46. Record results on this job sheet in the spaces provided.
2. Study textbook material on page 45 and 46 and work problems 1 to 15.
3. Read instructions on page 47 and work problems 16 to 28.
4. Read instructions on page 48 and work problems 29 to 32.
5. Complete Timed Drill, problems 1 to 10 on page 48 and record results in the usual manner.

ANSWERS
WARM-UP DRILL "C", PAGE 46

1.	_____	_____	4.	_____	_____
2.	_____	_____	5.	_____	_____
3.	_____	_____	6.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 13

NAME _____ DATE _____ TIME REQUIRED _____

1. _____	11. _____	21. _____
2. _____	12. _____	22. _____
3. _____	13. _____	23. _____
4. _____	14. _____	24. _____
5. _____	15. _____	25. _____
6. _____	16. _____	26. _____
7. _____	17. _____	27. _____
8. _____	18. _____	28. _____
9. _____	19. _____	29. _____
10. _____	20. _____	30. _____
		31. _____
		32. _____

TIMED DRILL

1. _____	4. _____	7. _____
2. _____	5. _____	8. _____
3. _____	6. _____	9. _____
		10. _____

No. of problems worked in 10 minutes _____.

BUSINESS TRAINING COURSE

JOB No. 14

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: DISCOUNT AND NET AMOUNT

INTRODUCTION:

It is important that the student learn, as early as possible in his training, the definitions for the terms on page 49. Once a thorough understanding of the terms is gained, the computation becomes simple.

PROCEDURES:

1. Complete Warm-Up Drill "C" on page 46. Compute digits and record results in the usual manner.

2. Study textbook materials on page 49 and work problems 1 to 10. Ask your instructor about any definition or procedure that you do not understand.

3. Read textbook instructions on page 50 and work problems 11 to 15.

4. Read textbook instructions on page 51 and work problems 16 to 22.

5. Read suggestions on how to improve your work on page 52 and complete Timed Drill in the usual manner.

ANSWERS
WARM-UP DRILL "C", PAGE 46

1.	_____	_____	4.	_____	_____
2.	_____	_____	5.	_____	_____
3.	_____	_____	6.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 14

NAME _____ DATE _____ TIME REQUIRED _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

11. (a) _____
11. (b) _____
12. (a) _____
12. (b) _____
13. (a) _____
13. (b) _____
14. (a) _____
14. (b) _____
15. (a) _____
15. (b) _____

16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____

TIMED DRILL

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

11. (a) _____ (b) _____
12. (a) _____ (b) _____
13. (a) _____ (b) _____
14. (a) _____ (b) _____
15. (a) _____ (b) _____

No. of problems worked in 10 minutes _____.

BUSINESS TRAINING COURSE

JOB No. 15

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: SPEED DRILL - ADDITION

INTRODUCTION:

This job is designed to improve your speed and accuracy in operating the full keyboard adding-listing machine.

PROCEDURES:

1. Complete the 28 problems writing the answers in the blanks provided on the back of this job sheet.
2. Work the problems again, checking the first answers. If the answer does not agree with the first answer, write the second answer in the second blank. Record your time.
3. Repeat the drill a third time if you have sufficient time.
4. Do the Three-Minute Checkup on page 36 and record the results. Follow instructions in textbook on page 53.

Full-Keyboard Adding Machine Job No. 15

NAME _____ DATE _____ TIME REQUIRED _____

1.	_____	_____	15.	_____	_____
2.	_____	_____	16.	_____	_____
3.	_____	_____	17.	_____	_____
4.	_____	_____	18.	_____	_____
5.	_____	_____	19.	_____	_____
6.	_____	_____	20.	_____	_____
7.	_____	_____	21.	_____	_____
8.	_____	_____	22.	_____	_____
9.	_____	_____	23.	_____	_____
10.	_____	_____	24.	_____	_____
11.	_____	_____	25.	_____	_____
12.	_____	_____	26.	_____	_____
13.	_____	_____	27.	_____	_____
14.	_____	_____	28.	_____	_____

3-Minute Checkup Results

25.	_____	_____	_____	No. of problems completed _____
26.	_____	_____	_____	Gross Digits _____
27.	_____	_____	_____	Gross Digits per Min. _____
28.	_____	_____	_____	No. of Correct Answers _____
				Net Digits _____
				Net Digits per Min. _____

BUSINESS TRAINING COURSE

JOB No. 16

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: DIVISION - Decimals in Dividend and Divisor

INTRODUCTION:

The full keyboard adding listing machine is not designed for division, however, division problems can be worked by multiplying the dividend by the reciprocal of the divisor.

PROCEDURES:

1. Complete Warm-Up Drill "C", page 46.
2. Read and study textbook instructions on pages 57 and 58. Discuss with instructor if there is anything you do not thoroughly understand. Work problems 1 to 15.
3. Read textbook instructions on page 59 and work problems 16 to 25.
4. Complete Timed Drill, problems 1 to 15 in usual manner.

ANSWERS
WARM-UP DRILL "C", PAGE 46

1.	_____	_____	4.	_____	_____
2.	_____	_____	5.	_____	_____
3.	_____	_____	6.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 16

NAME _____ DATE _____ TIME REQUIRED _____

1. _____	9. _____	17. _____
2. _____	10. _____	18. _____
3. _____	11. _____	19. _____
4. _____	12. _____	20. _____
5. _____	13. _____	21. _____
6. _____	14. _____	22. _____
7. _____	15. _____	23. _____
8. _____	16. _____	24. _____
		25. _____

TIMED DRILL

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

No. of problems worked in 10 minutes _____.

BUSINESS TRAINING COURSE

JOB No. 17

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: CREDIT BALANCES

INTRODUCTION:

Credit balance on the adding machine means that the sum of the subtracted items is greater than the sum of the added items. Some machines print a true credit balance; other print the compliment of the answer which can easily be converted as shown on page 61 of your textbook.

PROCEDURES:

1. Complete Warm-Up Drill "C" on page 46. Compute digits and record results in the usual manner.
2. Read textbook, pages 61 and 62 and work problems 1 to 20.
3. Read textbook page 63 and work problems 21 to 26.
4. Complete Timed Drill, problems 1 to 15 on page 64 in the usual manner.

ANSWERS
WARM-UP DRILL "C", PAGE 46

1.	_____	_____	4.	_____	_____
2.	_____	_____	5.	_____	_____
3.	_____	_____	6.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 17

NAME _____ DATE _____ TIME REQUIRED _____

1. _____	9. _____	18. _____
2. _____	10. _____	19. _____
3. _____	11. _____	20. _____
4. _____	12. _____	21. _____
5. _____	13. _____	22. _____
6. _____	14. _____	23. _____
7. _____	15. _____	24. _____
8. _____	16. _____	25. _____
	17. _____	26. _____

TIMED DRILL

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

Number of problems worked in 10 minutes _____.

BUSINESS TRAINING COURSE

JOB No. 18

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: BUSINESS FORMS

INTRODUCTION:

The business forms learned in this assignment are the bank reconciliation, daily cash report, and monthly statement of account. These forms are fairly standard in business.

PROCEDURES:

1. Complete Warm-Up Drill "C" page 46. Compute digits and record results in the usual manner.
2. Study textbook material on pages 65 and 66 and work problems 1 to 21.
3. Study textbook material on page 67 and work problems 22 to 49.
4. Study textbook material on page 68 and work problems 50 to 60.

ANSWERS
WARM-UP DRILL "C", PAGE 46

1.	_____	_____	4.	_____	_____
2.	_____	_____	5.	_____	_____
3.	_____	_____	6.	_____	_____

NO. OF ERRORS_____

NO. OF DIGITS_____

DIGITS PER MIN._____

Full-Keyboard Adding Machine Job No. 18

NAME _____ DATE _____ TIME REQUIRED _____

1. _____	21. _____	41. _____
2. _____	22. _____	42. _____
3. _____	23. _____	43. _____
4. _____	24. _____	44. _____
5. _____	25. _____	45. _____
6. _____	26. _____	46. _____
7. _____	27. _____	47. _____
8. _____	28. _____	48. _____
9. _____	29. _____	49. _____
10. _____	30. _____	50. _____
11. _____	31. _____	51. _____
12. _____	32. _____	52. _____
13. _____	33. _____	53. _____
14. _____	34. _____	54. _____
15. _____	35. _____	55. _____
16. _____	36. _____	56. _____
17. _____	37. _____	57. _____
18. _____	38. _____	58. _____
19. _____	39. _____	59. _____
20. _____	40. _____	60. _____

BUSINESS TRAINING COURSE

JOB No. 19

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: SPEED DRILL - ADDITION

INTRODUCTION:

This job is designed to improve your speed and accuracy in operating the full keyboard adding-listing machine.

PROCEDURES:

1. Complete the 16 problems writing the answers in the blanks provided on the back of this job sheet.

2. Work the problems again, checking the first answer. If the answer does not agree with the first answer, write the second answer in the second blank. Record your time.

3. Repeat the drill a third time if you have sufficient time.

4. Do the Three-Minute Checkup on page 72 and record the results. Follow instructions in textbook on page 72.

Full-Keyboard Adding Machine Job No. 19

NAME _____ DATE _____ TIME REQUIRED _____

1.	_____	_____	9.	_____	_____
2.	_____	_____	10.	_____	_____
3.	_____	_____	11.	_____	_____
4.	_____	_____	12.	_____	_____
5.	_____	_____	13.	_____	_____
6.	_____	_____	14.	_____	_____
7.	_____	_____	15.	_____	_____
8.	_____	_____	16.	_____	_____

3-Minute Checkup Results

13.	_____	_____	_____	No. of problems completed _____
14.	_____	_____	_____	Gross Digits _____
15.	_____	_____	_____	Gross Digits per Min. _____
16.	_____	_____	_____	No. of Correct Answers _____
				Net Digits _____
				Net Digits per Min. _____

BUSINESS TRAINING COURSE

JOB No. 20

Reference: FULL-KEYBOARD ADDING-LISTING MACHINE COURSE, Third Edition, Agnew and Pasewark, South-Western Publishing Company, Cincinnati 27, Ohio.

JOB TITLE: TEST NO. 2

INTRODUCTION:

This test requires the application of operating principles in jobs 11 to 19, inclusive.

PROCEDURES:

1. Obtain Test No. 2 from your instructor.
2. Work test problems and record the answers on this job DO NOT WRITE ON THE TEST PAPER.
3. Be sure to fill in the "TIME REQUIRED" blank on the reverse side of this sheet.

ANSWERS

1. _____	9. _____	19. _____
2. _____	10. _____	20. _____
3. _____	11. _____	21. _____
4. _____	12. _____	22. _____
5. _____	13. _____	23. _____
6. _____	14. _____	24. _____
7. _____	15. _____	25. _____
8. _____	16. _____	
	17. _____	
	18. _____	

Full-Keyboard Adding Machine Job No. 20

NAME _____ DATE _____ TIME REQUIRED _____

26. _____	31. (a) _____	(b). _____
27. _____	32. (a) _____	(b). _____
28. _____	33. (a) _____	(b). _____
29. _____	34. (a) _____	(b). _____
30. _____	35. (a) _____	(b). _____

36. _____	41. _____	46. _____
37. _____	42. _____	47. _____
38. _____	43. _____	48. _____
39. _____	44. _____	49. _____
40. _____	45. _____	50. _____

51. _____	56. _____
52. _____	57. _____
53. _____	58. _____
54. _____	59. _____
55. _____	60. _____